

**PENDLETON COUNTY SCHOOLS**  
**Facility Use Application**

**Request for use of building at** \_\_\_\_\_  
**Name of Organization** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Nature of Activity** \_\_\_\_\_  
**Date Requested** \_\_\_\_\_ **Hours Requested** \_\_\_\_\_  
**Facility/Room Desired** \_\_\_\_\_  
**Non-Profit Status (documentation will be required – see below)** \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
**Date** \_\_\_\_\_ **Name and Title of Responsible Officer** \_\_\_\_\_  
\_\_\_\_\_  
**Address** \_\_\_\_\_

\_\_\_\_\_  
**Date** \_\_\_\_\_ **Approval of Principal of School** \_\_\_\_\_  
\_\_\_\_\_  
**School Employee present during activity** \_\_\_\_\_

\_\_\_\_\_  
**Date** \_\_\_\_\_ **Approval of Superintendent** \_\_\_\_\_

\_\_\_\_\_  
**Date** \_\_\_\_\_ **Activity Director** \_\_\_\_\_ **Secretary** \_\_\_\_\_

**USAGE FEES**

<b>Deposit</b>	<b>\$75.00</b>
<b>Up to 2 Hours</b>	<b>\$30.00</b>
<b>Half Day (up to 4 Hours)</b>	<b>\$50.00</b>
<b>Full Day</b>	<b>\$100.00</b>
<b>Weekend – 2 days</b>	<b>\$150.00</b>
<b>Weekend – 3 days</b>	<b>\$200.00</b>
<b>More than 3 days</b>	<b>\$75.00 per day</b>
<b>Ball Fields</b>	<b>Additional \$50 night for lights per calendar day</b>

**All fees may be made payable to the Pendleton County Board of Education.**  
**Full payment (deposit & fee) must accompany the application before reservations will be made.**

A school board employed cook must be present during any activity that uses the kitchen facilities. Organizations will be responsible for reimbursing the Board of Education for those services.

Note: Per (P) R.4.6 any salary/overtime cost incurred by the Board for personnel to perform additional duties related to the renting of the facility will be charged to the organization in addition to the usage fees listed above.

All community groups using Pendleton County School facilities acknowledge that the Board is not legally responsible for the wellbeing of the participants in the activities for which the facility is scheduled. The groups and their leaders accept full responsibility and release the Board.

Non-profit groups may be exempt from the usage fee (deposit still required). Documentation for non-profit status may include official documents from federal, state and local governmental agencies authorized to bestow non-profit status upon a group or organization.

**All renters agree to the following stipulations:**

- 1) There will be no use of hard balls in these facilities.
- 2) All participants in sports activities will be required to wear clean and proper footwear for gym use. No hard soles, boots or cleats.
- 3) No dropping of wooden or aluminum bats or other equipment that may damage flooring.

**Failure to follow the above rules will result in forfeiture of the deposit, forfeiture of building use and possible additional fees for damage repairs.**